



# **COURT SERVICES & OFFENDER SUPERVISION AGENCY**

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** CSOSA-06-152-(DEU)(KS)

**JOB TITLE:** Clerk (OA), GS-303-03/GS-0303-04

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 09/25/2006

**CLOSING DATE:** Open continuous until 12/29/06;  
1<sup>st</sup> cut-off 10/10/06 and every  
two weeks thereafter

**PROMOTION POTENTIAL:** GS-4

**STARTING SALARY:** GS-3 \$24,074 pa, GS-4, \$26,460 pa

**NOTE:** THIS POSITION IS IN THE EXCEPTED SERVICE OF THE FEDERAL GOVERNMENT. THE POSITION IS BEING FILLED ON A TEMPORARY BASIS THROUGH THE FEDERAL STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP) AND IS TEMPORARY NOT-TO-EXCEED ONE YEAR CONTINGENT ON THE INDIVIDUAL STAYING IN A UNDERGRADUTE PROGRAM. THIS APPOINTMENT MAY BE EXTENDED ON A YEARLY BASIS BASED UPON THE AVAILABILITY OF FUNDS AND PERFORMANCE AND UNTIL THE STUDENT COMPLETES THE REQUIREMENTS FOR A DEGREE. THIS APPOINTMENT DOES NOT CONFER COMPETITIVE STATUS AND CANNOT BE CONVERTED TO A CAREER/CAREER CONDITIONAL APPOINTMENT.

**THIS PROGRAM IS INTENDED FOR STUDENTS RESIDING IN THE WASHINGTON, D.C. METROPOLITAN AREA ONLY.**

Are you a student looking for a meaningful employment experience that will allow you to earn a salary while obtaining specialized experience in federal administrative, administrative support, or financial management? Would you be interested in contributing your efforts to performing administrative operations and support, financial analyses, project management or developing, testing and operating automated financial applications? Do you have strong administrative, analytical, and financial management skills? If so, Court Services Offender Supervision Agency is accepting applications for students who wish to work part-time or full-time during the school year.

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**Clerk,(OA),GS-303-03/GS-0303-04, Court Services & Offender Supervision Agency (CSOSA), Washington, DC.**

**DUTIES:** These positions are located in Court Services and Offender Supervision Agency (CSOSA). The incumbent will perform a variety of general clerical duties to support CSOSA's programs and initiatives, to include answering telephones, photocopying, data entry, data retrieval, and mail-related functions covering internal and external mail processing. Incumbent will be responsible for utilizing word processing software to create, edit, store, retrieve and print variety of standard documents and form letters. Incumbent will also be responsible for photocopying numerous documents on a daily basis and for performing other duties as assigned.

**PROGRAM REQUIREMENTS:** Interested applicants **MUST** be enrolled or accepted for enrollment as a degree-seeking student in an accredited college, university, graduate or professional school on at least a half-time basis (determined by the particular school or university); and **MUST** be a U.S. citizen.

**QUALIFICATIONS:** For the GS-3 level, applicants must have 6 months of general experience or 1 year above high school. For the GS-4 level, applicants must have 1 year of general experience or 2 years above high school.

Applicants must be a qualified typist with a typing speed of 40 words or more per minute. You must provide certification of typing speed at the time you submit your application. This certification may be in the form of a signed and dated document stating your typing ability.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612) or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

**Applicants must submit a copy of their college transcript (copies are acceptable) or a list of college courses that includes hours and grades**

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10 point veteran preference.

**Applications and all required documents must be received by 5:00 p.m. on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz on (202) 220-5444 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized

Probationary Period: Appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

***CSOSA is an Equal Opportunity Employer.***